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ABSTRACT

This workbook, designed for a library skills course, provides 23 lessons to acquaint Yavapai College (YC) students with basic library reference skills. Each lesson begins with explanatory text, followed by reinforcement exercises. After providing course information, the workbook offers information on using the library (Lesson 1), finding books in the open stacks (Lesson 2), using the author/title catalog (Lesson 3), subject access in the catalog (Lesson 4), and the Library of Congress Classification Scheme (Lesson 5). The workbook continues with discussions of periodical indexes (Lesson 6), book review indexes (Lesson 7), newspaper indexes (Lesson 8), and the vertical file of pamphlets, maps, and local interest clippings (Lesson 9). Access to government documents is explained (Lesson 10), before the workbook covers the use of the reserve collection (Lesson 12), dictionaries (Lesson 13), encyclopedias (Lesson 14), atlases (Lesson 15), and almanacs (Lesson 16). Sources are then described for plot summaries (Lesson 17), biographical information (Lesson 18), and information on dates and holidays (Lesson 19). The workbook goes on to explain the use of audiovisual materials and equipment (Lesson 20). Finally, the workbook deals with literary sources (Lesson 21), other local libraries (Lesson 22), and bibliographies (Lesson 23). A list of the reference tools discussed in the workbook is appended. (KL)

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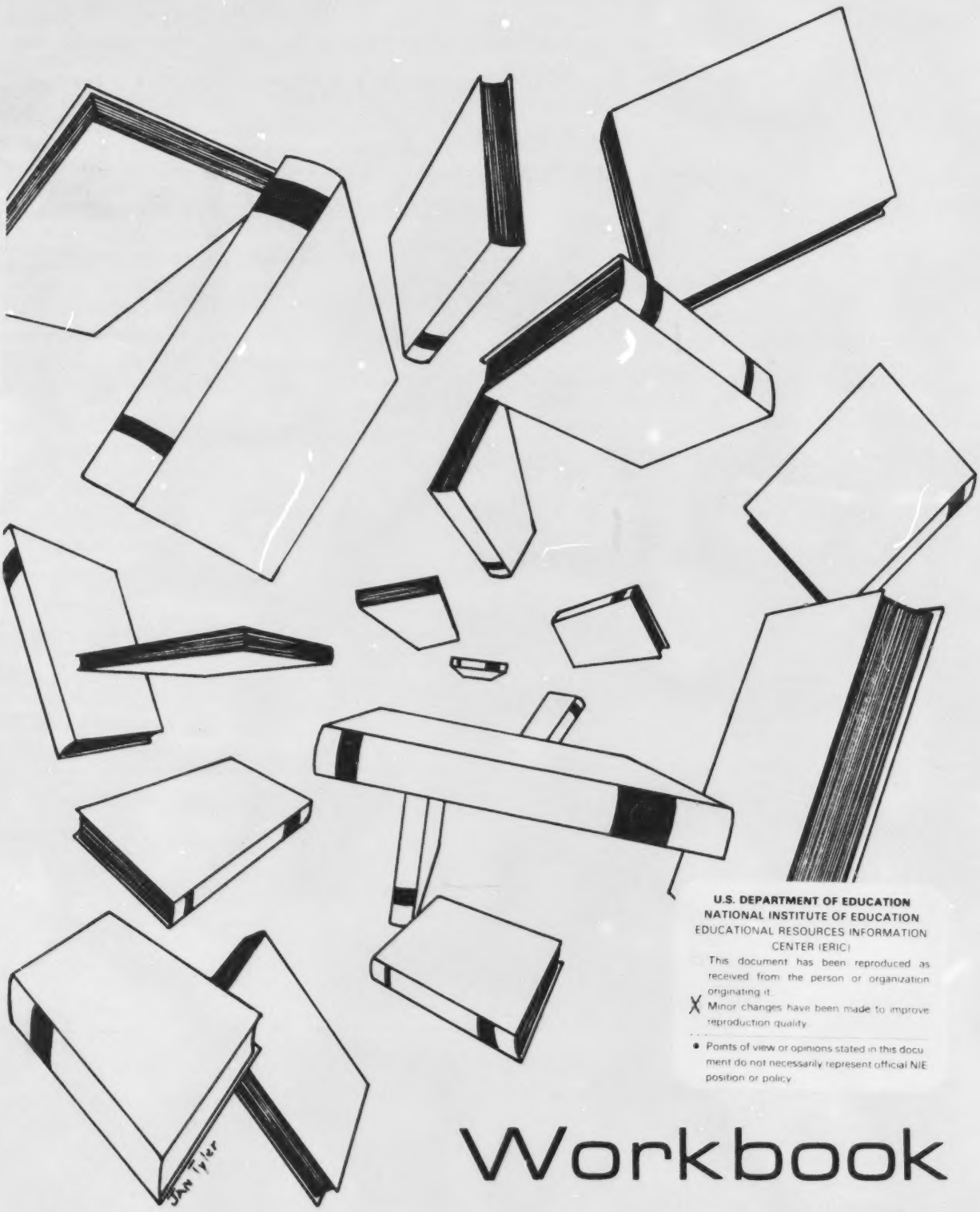

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Workbook in Library Skills

2

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

WORKBOOK IN LIBRARY SKILLS

by

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Student's Name _____

Yavapai College Learning Resources Center
Prescott, Arizona
1981

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LBA 111, Library Skills, Class Instruction
Fall 1981

Instructor: Nancy Wright
Office: 3-104, in the Library

Begin working on this course right away:

1. Purchase book, Workbook in Library Skills, in the bookstore.

2. Fill out the grade option (next page) and hand it in to establish yourself as a student in this course.

3. Begin reading the "Introduction" and Lesson One. Hand in Lesson One.

4. Proceed through the book handing in each lesson as you complete it. Be sure to put your name on each lesson.

5. You are expected to finish the book according to this schedule, although you may work faster and complete the course earlier in the semester if you wish. If you are also taking Library Research, LBA 012 plan to complete Library Skills by midterm.

Deadlines:
September 4.....Grade Option, Lesson 1
September 11.....Lessons 2 and 3
September 18.....Lessons 4 and 5
September 25.....Lessons 6 and 7
October 2.....Lessons 8 and 9
October 9.....Lessons 10 and 11
October 16.....Lessons 12 and 13
October 23.....Lessons 14 and 15

Deficiency reports sent in October 23. You must be through Lesson 15 by now.

October 30.....Lessons 16 and 17
November 6.....Lessons 18 and 19
November 13.....Lesson 20
November 20.....Lesson 21
December 4.....Lesson 22
December 15.....Lesson 23

*Withdrawal from class must be initiated by October 31.

**Put lessons in the box labeled "LBA 111" in the Public Services Librarian's office. Pick them up the next day and correct any mistakes marked.

GRADE OPTION

You may choose standard grading (A-F) or Satisfactory-Unsatisfactory (S/U) grading for this course. Please read the requirements for each grade carefully and check the grading option you choose. All assignments must be handed in and any corrections made by the last day of instruction.

_____ S/U grading. All twenty-three assignments.

_____ A-F. See requirements below.

A - all 23 assignments

B - 21-22 assignments

C - 18-20 assignments completed and corrected

D - 16-17 assignments completed and corrected

F - Fewer than 15 lessons completed

I have read this and the preceding page and understand the requirements for this course.

_____ _____

Date Signature

_____

Address

_____

Phone

INTRODUCTION TO THE LEARNING RESOURCES CENTER

Library Tour

Prescott Campus

The Learning Resource Center is located in the first floor of building number three (3), the Statler Building. The L. R. C. contains approximately 40,000 books, subscribes to approximately 480 periodicals, and has a collection of slides, film strips, tapes and records. While the services and collections of this library are designed to meet most of the basic study needs of the undergraduate, referrals aremade to other libraries by the reference librarians whenever necessary.

Verde Campus

The Verde Campus library is situated in the patio area across from the Administration office. This library contains approximately 6,200 books and subscribes to approximately 135 periodicals and newspapers. There is a collection of slides, film strips and A/V equipment for student use in the library.

The size of the library makes a guided tour unnecessary. However, this self-paced, self-directed tour will help you familiarize yourself with the various library tools.

ONE

Using the Yavapai College Library

HOW TO CHECK OUT A BOOK

Present your Yavapai College I. D. card at the circulation desk and fill out a Borrower's Card. Out-of-town students will be asked for their parent's name and address or a local reference. Residents of Yavapai County will be asked to give the name and address of a local reference - someone who would know your whereabouts if you have moved or changed mailing addresses. There is no limit to the number of books which may be checked out to one person. College Library books circulate for three weeks.

HOLDS

If the book is not on the shelf in call number order, it may be charged out or in use in the library. Check the shelves nearby, then ask at the Circulation Desk for a "HOLD" Card. Fill this out with call number, author and title of the book you want, include your name and address and phone number, and you will be notified when the book comes in. The book will be held for you at the Circulation Desk for one week.

HOW TO RETURN A BOOK

Return a book which has been checked out, to the book return slot at the Circulation Desk when the library is open. After the library is closed you may use the book return chute at the library or the book drop at the entrance to the college. (Reserve books must be returned directly to the Circulation Desk).

FINES

21-day Books: $2.50 per week, beginning the day after the due date.

Reserve Books: $1.00 per day.

LOST BOOKS AND RECORDS

Report a lost book as soon as you believe it is lost. A note will be made of the date and no fine will be charged past that time. If the material is not found and returned within a month, you will be asked to pay the price of the book, plus a $10.00 processing fee for replacing the item. If the material is found before it has been replaced, the cost of the book and the processing fee will be refunded.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT ONE

Library Tour

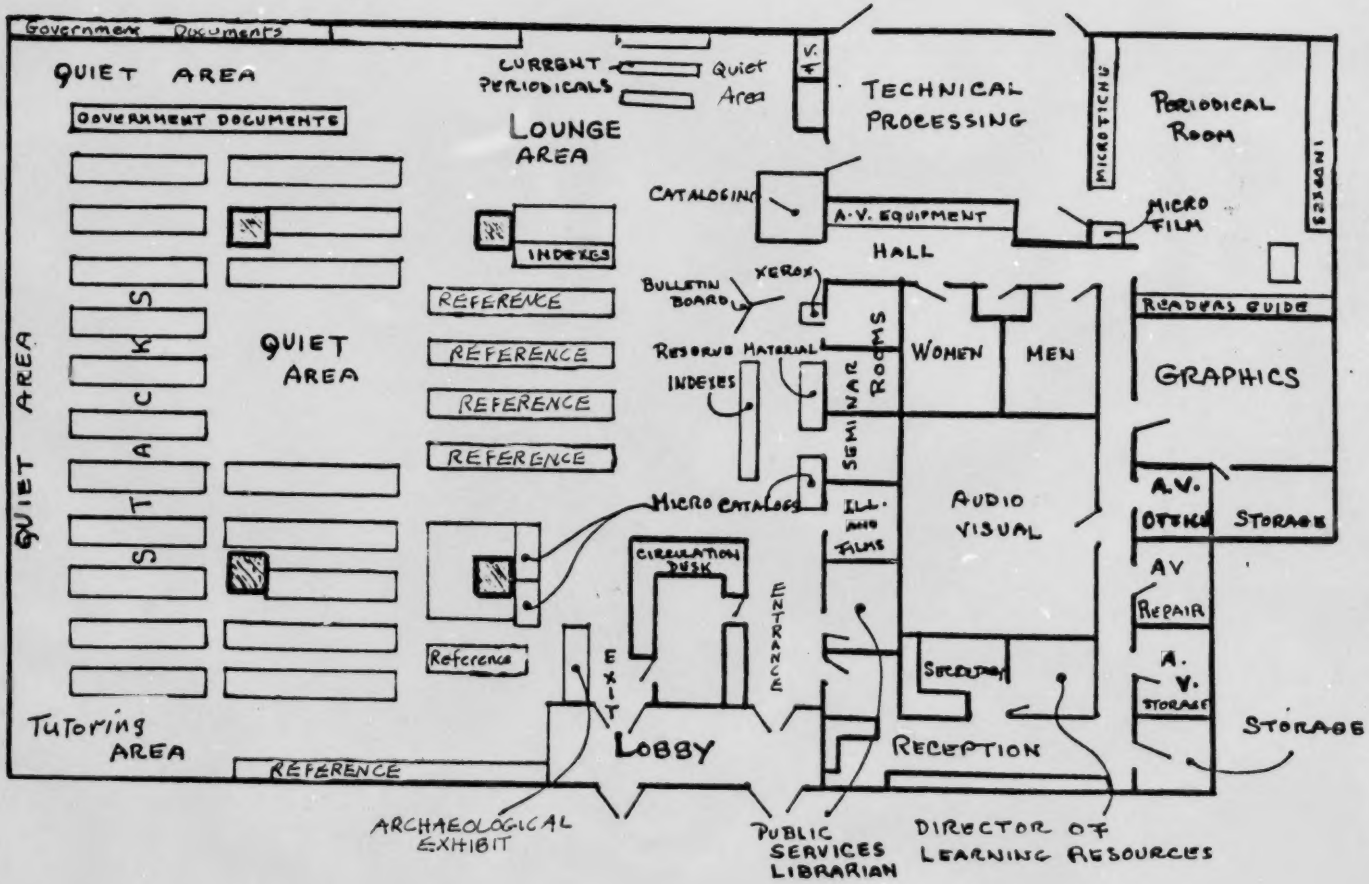
Learning to use a library effectively can make the difference between success and failure at college. The first step is to know your way around the building itself, to know where to find water fountains, the bathrooms, as well as the encyclopedias, the atlases, the newspaper, and other materials. Rather than take you in a group on a guided tour, we have designed a self-paced, self-directed tour of the College Library.

Study the map on the preceeding page. Then find the twenty numbers which have been placed around the library and identify the library materials or services nearby.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Fill our a Borrower's Card at the circulation desk and have the attendant initial here: _____

YAVAPAI COLLEGE LIBRARY



Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

TWO

The Stacks

HOW TO LOCATE A BOOK

All College Library books are shelved in open stacks in the main reading room. All books are shelved by call numbers, which group books according to subject. The call numbers start with one or more letters of the alphabet and are arranged in alphabetical order, with the A's starting in the far corner at your left when you come into the library. Reference works, which do not circulate, are shelved in the shelf against the wall and in the low shelves near the microfilm catalogs.

When you have found the right section, locate the first letter of your call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA, and HM comes after HJ and before HX. Then look for the particular number which is the second portion of the call number. The third portion of the call number should read as though there were a decimal point before the number. Thus,

HM 23 will be shelved before .S56	HM 23 because .56 is smaller than .8. .S8

1. Go into the stacks and find the books with the call numbers listed below. Write the title of each of the books. If the book with the call number you are looking for is not on the shelf, substitute the call number of the book that is next to the place it should be on the shelf and write its title.

   a. **Ref TS532.15.N66**

   Title: _____

   b. **PS374.W6A4**

   Title: _____

   c. **B720.S5**

   Title: _____

THREE

The Microfilm and the Card Catalog - Author and Title Approach

HOW DO I FIND BOOKS?

We have open stacks, which means that you may browse and choose any books or records that strike your fancy. To find information quickly, however, go to a catalog first.

In this library you will need to use the microfilm catalog. The information given is the same as given in traditional card catalogs.

The Microfilm Catalogs located near the entrance contain the holdings of several other libraries as well as ours.

When looking for a book by title look under the first word of the title (disregarding "A", "An", and "The" if they are the first word of the title); i.e., for The Old Man and the Sea - look under Old; for A Quiet House - look under Quiet. Libraries do not disregard "a", "an", or "the" when they fall within a title.

If you don't know the title, or just want books by a particular author, look in the author section under the author's last name. For example, for Kurt Vonnegut - look in the V's; for books by John Steinbeck, look in the S's.

In card catalogs, used by many libraries, the call number is in the upper left-hand corner of the card. Always jot down the complete call number and take it to the stacks to find the book. In the microfilm catalog, this number will be at the end of the entry. (See the examples).

AUTHOR CARD

RC
506
W83i

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis. New York Free Press of Glencoe, 1962.

200 p. 22 cm

1. Psychoanalysis 2. Existentialism I. Title

RC506.W65 131.3469 62-15356

Library of Congress

SUBJECT CARD

EXISTENTIALISM

RC
506
W83i

Wolstein, Benjamin.
Irrational despair; an examination of existential analysis. New York Free Press of Glencoe, 1962.

200 p. 22 cm

1. Psychoanalysis 2. Existentialism I. Title.

RC506 W65 131.3469 62-15356

Library of Congress

AUTHOR ENTRY in the Microfilm Catalog

Steinbeck, John, 1902-
In dubious battle. (New ed.).
New York, Viking Press. (1963, c1936). 313 p. (00431822)
YC PZ3.S8195In

TITLE ENTRY in the Microfilm Catalog

East of Eden.
Steinbeck, John, 1902-1968.
(Autographed 1st ed.). New York, Viking Press. 1952.
CA PS3537.T3234E3 1952
MCk PS3537.T3234E3 1952
YCv PS3537.T3234E3 1952

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT THREE

Catalog - Author and Title Approach

In this assignment you will learn to find books in the library when you know either the author or the title of the book.

1. First, view the slide/tape program "The Microfilm Catalog" which is in the audio-visual room. Then answer the following questions:

   a. How does the microfilm catalog differ from the traditional card catalog?

   _____

   _____

   b. What are the advantages of Yavapai Colleges Microfilm catalog?

   _____

   _____

2. Assume you know the authors of the following books. Look up each one in the author section of the catalog and give title and call number:

   a. Find a book by **Michael McFadden**:

      What is the title? _____

      What is the call number? _____

   b. Find a book by **Terry Galanoy**:

      What is the title? _____

      What is the call number? _____

3. Now, suppose you know only the titles. In the title section of the catalog find the author's name and the call number of each:

   a. The title is **Workin' on the Railroad**:

      Who is the author? _____

      What is the call number? _____

   b. The title is **Brewer's Dictionary of Phrase & Fable**:

      Who is the author? _____

      What is the call number? _____

FOUR
The Subject Approach

In Lesson Three you learned to look up books in the catalog by author or title; nowever, often you will want information on a subject for which you don't nave authors or titles. It is therefore important to know how to use tne subject section of the catalog and the Library of Congress Subject Headings book.

A. THE SUBJECT CATALOG

Subject Headings

As you look in the subject section of the microfilm catalog note that subject headings are printed above the entries in capital letters: SCIENCE, MUSIC, CHILD ABUSE, UFO'S.

It is important to realize that under the Library of Congress system, books on a particular subject may be cataloged in widely different part of the library. For example, note the three books on the subject NUTRITION:

SUBJECT ENTRIES

NUTRITION
Altman, Philip L.
Metabolism, (1968).
YC QP141.A63

Arlin, Marian Thompson.
The science of nutrition.
(1972).
GR TX354.A75
MCk TX354.A75

Arnow, Leslie Earle, 1909-
Food power: a doctor's guide to commonsense nutrition.
(1972).
YC RA784.A75

Each of these books on nutrition is in a different section of the library. The first one whose call number is QP141.A63 is in the science area. Tne second one, TX354.A75, is with the cookbooks. And the third one, RA784.A75, is in the medical section. There are also nutrition books in tne anthropology area and in social sciences. So you can see that if you go to one section hoping to find all the books on a subject, you might easily miss many of them.

Subdivisions

Many subject headings have subdivisions which break down or limit the subject by time, topic, form, or place:

Time subdivision:	AMERICAN LITERATURE--1783 - 1850 ITALY--HISTORY--1268 - 1492 KOREA--HISTORY--1960
Topic subdivision:	MUSIC--POPULAR SONGS--ARIZONA KING, MARTIN LUTHER--ASSASSINATION INDIANS OF NORTH AMERICA--COUNCILS
Form subdivision:	KINGMAN, ARIZONA--MAPS JUNIOR COLLEGES--DIRECTORIES MUSIC--DICTIONARIES
Place subdivision:	JAZZ MUSIC--NEW YORK JUNIOR COLLEGES--ARIZONA MUSIC ENGLAND

Subdivisions, along with other subject headings, are listed alphabetically, word by word in the catalog.

Tracings

Another thing to be aware of when hunting for subjects is the existance of "subject tracings" for each book cataloged. The tracings are the subject headings under which a book is listed. Each book in the library is listed under author, title, and one to five appropriate subject headings. To learn the subjects under which a book has beed cataloged, look in the author entry for that book. At the end of the author entry the tracings are given:

Klamkin, Charles.
Weather vanes; the history, design, and manufacture of an American folk art. New York, Hawthorne Books. (1973). ix, 209 p. illus. 29 cm.
Bibliography: p. 201.
(00176819)
1. Vanes--United States.
2. Folk Art--United States.
NP NK9585.K54 1973

The above book by Charles Klamkin is cataloged under the subjects "Vanes--United States" and "Folk Art--United States". So if we wanted more books about weather vanes, we should look under these two subject headings.

B. PERSONAL OR PLACE NAMES AS SUBJECTS

Sometimes the subject about which you need information is a proper name. If you look in the subject section of the microfilm catalog, you will find names of important people in all fields as well as names of places. Personal and place names may be subdivided:

PRESCOTT, ARIZONA - HISTORY

PRESCOTT, ARIZONA - MAPS

STEINBECK, JOHN, 1902-1968--BIOGRAPHY

STEINBECK, JOHN, 1902-1968--CORRESPONDENCE

C. LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)

When the subject you want is not in the catalog, consult the Library of Congress Subject Headings (LCSH), the two red books on the catalog table between the two microfilm catalogs. The LCSH is a guide to all subject headings used by the Library of Congress in cataloging books, and since we use Library of Congress cataloging, it is our guide too. This helpful work not only guides you to different terms which are used but it also directs you to related subject headings, and can help you broaden or narrow your subject.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT FOUR

The Subject Approach

Please study the foregoing pages in Lesson Four before beginning this assignment.

A. Use the subject section of the microfilm catalog to answer the following questions:

1. What are the author and title of a book Yavapai College library has on **HERBALISM**?

   Author: _____

   Title: _____

2. What is the call number of a book on **CHARLES DICKENS**?

   Call Number: _____

3. What subdivisions are there for the subject **TRADE - UNIONS**?

   _____

   _____

   _____

4. What is the call number of audio-visual materials (film strips or slides) on **ART - HISTORY**?

   Call Number: _____

5. Phonograph records are listed as "discs" and are numbered sequentially as the library recieves them rather than by subject. What is the call number for a recording on **BIRD SONG**?

   Call Number: _____

B. Use the Library of Congress Subject Headings (LCSH), the red books on the catalog table to answer the following:

1. Suppose you need information on **WILL OF GOD** which is not listed in the microfilm catalog. What usable subject heading do you find in Library of Congress Subject Headings (LCSH)?

   Heading: _____

2. LSCH also gives useful "see also" headings. Designated "sa", these references suggest related subjects, usually more specific or narrower than the original headings. You will notice also headings labeled "xx" which are broader related headings under which you will find additional material.

   Find see also, "sa", subject headings under which one should look for more information on the following subjects:

   QUAILS:

   _____

   MUSTANG:

   _____

FIVE
The Library of Congress Classification System

Books in this library are arranged on the shelves according to the Library of Congress Classification System. Public libraries and school libraries usually use the Dewey Decimal Classification System. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look closely at the call numbers of these two books:

JL
952
B934
Burnett, Ben G.
Political forces in Latin America. 1968.

JL
1231
S428
1964
Scott, Robert Edwin
Mexican government in transition.
Rev. ed. 1964.

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL 979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL 1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letters with a number, you will find a further group composed of a single capital letter followed by one or more digits. This is used to represent the author's name and is called the Cutter number. In the examples above, B934 stands for Burnett and S428 stands for Scott. By putting the Cutter numbers in order within any subject

number, the books are arranged alphabetically by their authors. Another example:

```
JL      Johnson, John J.
952        Political change in Latin America:
J633    the emergence of the middle sectors.  1958
```

The book is on the same subject as the book by Burnett above. By putting the two books in order according to their Cutter numbers, B934 and J633, the book by Burnett will come before the book by Johnson on the shelf.

In cases where a book has been republished in a new or revised edition, the new date of publication is added below the Cutter number to distinguish it from other editions of the same book. An example of this may be seen above in the call number for the book by Scott. When the library has more than one edition of the same book, the call numbers will be the same through the Cutter number, and will be arranged in order by the date which follows.

```
S          S          S
21         21         21
.A35       .A35       .A35
           1941       1943-47
```

A BRIEF SUBJECT INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S	Library Science	Z
Anthropology	GN	Linguistics	P
Archaeology	CC	Literature	
Architecture	NA	American	PS
Art	N	British	PR
Astronomy	QB	Classical	PA
Bibliography	Z	Children's	PZ
Biology	QH	French, Italian, Spanish	PQ
Botany	QK	Germanic	PT
Business	HF	Near Eastern	PJ-PK
Chemistry	QD	Oriental	PL
Cook Books	TX	Slavic	PG
Dance	GV	Mathematics	QA
Drama	PN	Medicine	R
Economics	HB-HJ	Military Science	U
Education	L	Music	M
Fiction	PZ	Naval Science	V
Folklore	GR	Novels	PZ
Games	GV	Oceanography	GC
Geography	G-GC	Philosophy	B-BJ
Geology	QE	Photography	TR
History		Physical Education	GV
Africa	DT	Physics	QC
Asia	DS	Plays - see Literature	
Europe		Poetry - see Literature	
France	DC	Political Science	J
Germany	DD	Psychiatry	RC
Great Britain	DA	Psychology	BF
Russia	DK	Religion	BL-BX
Spain	DP	Science	Q
Latin America	F	Social Science	H
North America	E-F	Sociology	HM-HV
Oceania	DU	Sports	GV
United States	E-F	Statistics	HA
World & General	D	Technology	T
Languages	PA-PM	Zoology	QL
Law	K		

This brief listing is only an indication of possible classifications for books. Check the catalog for a complete record by subject, as well as by author and title, of all books in our collection.

SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY

- AC - Collections Series
- AE - Encyclopedias (General)
- AG - General reference works
- AI - Indexes (Genral
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies, Academies
- AY - Yearbooks (General)
- AZ - General History of knowledge & learning

B - PHILOSOPHY - RELIGION

- B - Collections, History, Systems
- BC - Logic
- BD - Metaphysics
- BF - Psycnology
- BH - Aesthetics
- BJ - Ethics
- BL - Religions, Mythology
- BM - Judaism
- BP - Mohammedanism, Bahaism, Theosophy
- BR - Church history
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Special sects

C - AUXILIARY SCIENCES OF HISTORY

- CB - History of civilization & culture (General)
- CC - Archaeology
- CD - Diplomatics (Collections of documents, etc.), Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigrapny, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography, biography as an art, general collections, & individuals not indentified with any country (Note: Biographies and auto-biographies are generally found under particular subjects, & under names of countries, cities, etc.

D - HISTORY & TOPOGRAPHY (Except America)

- D - General history
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany
- DE - Classical antiquity
- DF - Greece
- DG - Italy
- DH-DJ - Netherlands (Belgium, Luxemburg, Holland)
- DK - Russia, Poland, Finland
- DL - Scandinavia
- DP - Spain & Portugal
- DQ - Switzerland
- DR - Turkey & The Balkan States
- DS - Asia
- DT - Africa
- DU - Australia & Oceania
- DX - Gypsies

E & F - AMERICA (HISTORY & GEOGRAPHY)

- E - America (General) & U. S. (General)
- F - U. S. (Local) & America except U. S.

G - GEOGRAPHY - ANTHROPOLOGY

- G - Geography (General)
- GA - Mathematical & astronomical Geography
- GB - Physical geography
- GC - Oceanography
- GF - Anthropogeography
- GN - Anthropology, Ethnology, Ethnography
- GR - Folklore
- GT - Manners & customs (General)
- GV - Recreation, Sports, Games, Amusements

H - SOCIAL SCIENCES - SOCIOLOGY

- H - Social sciences (General)
- HA - Statistics
- HB - Economic theory
- HC - Economic history & conditions, National production
- HD - Economic history: agriculture & industries
- HE - Transportation & communication

H - SOCIAL SCIENCE - SOCIOLOGY (CONTD.)
- HF - Commerce (General)
- HG - Finance
- HJ - Public finance
- HM - Sociology (General & theoretical)
- HN - Social histoy, Social reform
- HQ - Sex relations, Family, Marriage, Home
- HS - Associations (Secret societies, clubs, etc.)
- HT - Communities, Classes
- HV - Social pathology, Philanthropy, Charities & corrections
- HX - Socialism, Communism, Anarchism, Bolshevism

J - POLITICAL SCIENCE
- J - Documents
- JA - Political Science
- JC - Political science, Theory of the state
- JF - Constitutional History
- JK - United States
- JL - British America, Latin America
- JN - Europe
- JQ - Asia, Africa, Australia, & Pacific Islands
- JS - Local government
- JV - Colonies & colonization, Emigration & immigration
- JX - International law

K - LAW

L - EDUCATION
- L - General works
- LA - History of education
- LB - Theory & practice of education, Teaching
- LC - Special forms, relations & applications
- LD - U. S.
- LE - America except U. S.
- LF - Europe
- LG - Asia, Africa, Oceania
- LH - University, college & school magazines, etc.
- LJ - College fraternities & their publications

M - MUSIC
- M - Music (Scores)
- ML - Literature of music
- MT - Music instruction & study

N - ART
- N - Fine arts (General)
- NA - Architecture
- NB - Sculpture & related arts
- NC - Graphic arts in general, Drawing & design, Illustration
- ND - Painting
- NE - Engraving, Prints
- NK - Art applied to industry, Decoration & ornament

P - LANGUAGE & LITERATURE
- P - Philology & linguestics (General)
- PA - Classical languages & literature
- PB - Modern European languages
- PC - Romance languages
- PD - Scandinavian languages
- PE - English language, including Anglo-Saxon & Middle English
- PF - Dutch, Flemish, Afrikaans, & German languages
- PG - Slavic languages & literatures
- PJ - Oriental languages & literatures
- PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian
- PL - Eastern Asia, Oceania, Africa
- PN - Literary history & collections (General)
- PQ - Romance literatures
- PR - English literature
- PS - American literature
- PT - Teutonic literature
- PZ - Juvenile literature in English & foreign languages

Q - SCIENCE
- Q - Science (General)
- QA - Mathematics
- QB - Astronomy
- QC - Physics
- QD - Chemistry
- QE - Geology
- QH - Natural history
- QK - Botany
- QL - Zoology
- QM - Human anatomy
- QP - Physiology
- QR - Bacteriology

R - MEDICINE
- R - Medicine (General
- RA - State medicine, Hygiene
- RB - Pathology
- RC - Practice of medicine
- RD - Surgery
- RE - Ophthalmology

RF - Otology, Thinology, Laryngology
RG - Gynecology & obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics
RS - Pharmacy & materia medica
RT - Nursing
RV - Botanic, Thomsonian & eclectic medicine
RX - Homeopathy
RZ - Miscellaneous schools & arts

S - AGRICULTURE
S - Agriculture (General)
SB - Plant culture (General)
SD - Forestry
SF - Animal culture
SH - Fish culture & hatcheries
SK - Hunting sports

T - TECHNOLOGY
T - Technology (General)
TA - Engineering (General), Civil engineering
TC - Hydraulic engineering (harbors, rivers, canals
TD - Sanitary & municipal engineering
TE - Roads & pavements
TF - Railroad engineering & operation
TG - Bridges & roofs
TH - Building construction
TJ - Mechanical engineering & machinery
TK - Electrical engineering & industries
TL - Motor vehicles, Cycles, Aeronautics
TN - Mineral industries, Mining, Metallurgy
TP - Chemical technology
TR - Photography

T - TECHNOLOGY (CONTD.)
TS - Manufactures
TT - Trades
TX - Domestic science

U - MILITARY SCIENCE
U - Military science (General)
UA - Armies, Organization & distribution
UB - Administration
UC - Maintenance & transportation
UD - Infantry
UE - Cavalry
UF - Artillery
UG - Military engineering
UH - Other services

V - NAVAL SCIENCE
V - Naval science (General)
VA - Navies, Organiqation & distribution
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordnance
VG - Other services of navies
VK - Navigation
VM - Shipbuilding & marine engineering

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT FIVE

Library of Congress Classification System

Using the previous pages of this workbook find the answers to the following questions:

1. With what letters do the call numbers of books on **Astronomy** begin?

   Answer: _____

2. What do the letters **BR** stand for?

   Answer: _____

   What do the letters **SK** stand for?

   Answer: _____

3. Go into the stacks and look at the books with the call numbers from **BF1655 - BF1713.** What specific subject do these books have in common? (For example, for BF 721 to BF 723 the answer "Psychology" is too general; the specific answer "Child Psychology" will be found be looking at the books with these call numbers.)

   Answer: _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT SIX

Periodical Indexes

Often people believe they have seen all the library has to offer when they have checked the card catalog or the microfilm catalog. They really haven't scratched the surface. The most up-to-date information on any subject is usually found in periodicals, magazines, journals, and newspapers. The way to find this topical information is to consult indexes.

You may be familiar with the Readers' Guide to Periodical Literature. Since it is a basic index, similar to many others, we will spend some time learning its format and features.

It is important to study the instructions in the front of reference works in order to become familiar with the arrangement of the book, the abbreviations used, and the information included. So, before answering the questions in the this lesson, leaf through the first few pages of volume 36 of The Readers' Guide (Index Table in the Periodical Room).

1. Study the page headed "Suggestions for the Use of The Readers Guide to Periodical Literature".

   How are authors and subjects arranged? _____

   _____

   Where is the Book Review section? _____

   _____

   Cross References
   We are told that see references are made from various subjects and personal names to the form used in the Readers' Guide. In other words, they lead us from terms we may think of to the appropriate term in the index:

   Clay, Cassius, See Ali, M.

   Reading groups, See Group reading

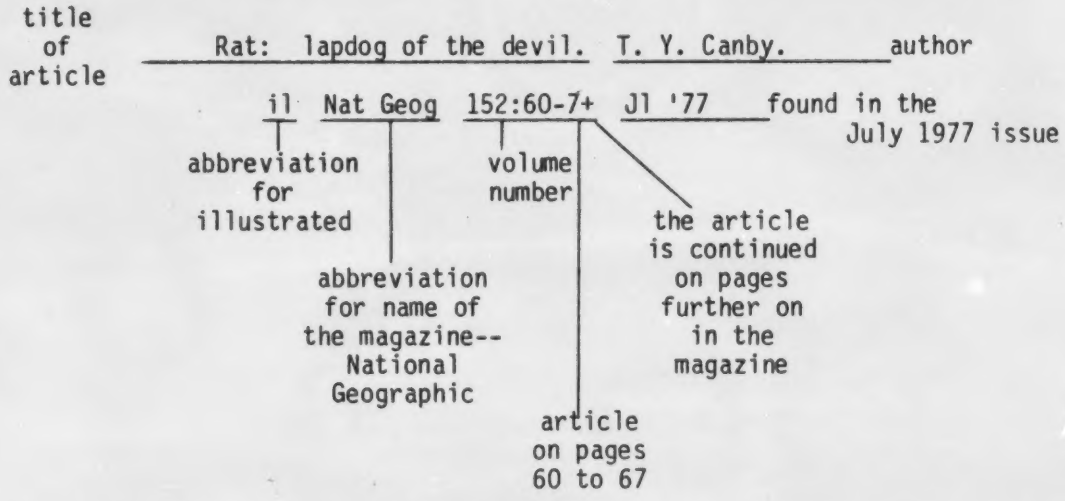
   Raza movement, See Mexican Americans

   Wrinkles, See skin

   What do see also references do? _____

   _____

2. Please study this bibliographic citation form, which is used by most magazine indexes to tell where to find articles:


title of article
Rat: lapdog of the devil. T. Y. Canby. author
il Nat Geog 152:60-7+ Jl '77 found in the July 1977 issue
abbreviation for illustrated
abbreviation for name of the magazine-- National Geographic
volume number
article on pages 60 to 67
the article is continued on pages further on in the magazine

3. Now consult the "Abbreviations of Periodicals Indexed" and note that the title of each periodical to which this library subscribes has been underlined in red. An open file on a table in the Periodical Room lists titles and dates of all our periodical holdings.

   What does the abbreviation Pub W stand for? _____

   Does Yavapai College Library have this periodical? _____

4. Find the following entry in this volume of The Readers Guide:

   An article on YOGA

   Author: _____

   Title of article: _____

   Periodical title: _____

   Volume: _____ Pages: _____

   Date: _____

   Is the article illustrated? _____

   Find this article on the shelf or on microfiche cabinet or microfilm and copy the first sentence here:

   _____

   _____

   _____

5. Find the citation of an article by **Heather Dodge.**

   Title: _____

   Volume: _____ Pages: _____

   Date: _____

   Periodical: _____

6. Find a book review of **Fans! How We Go Crazy Over Sports** by **M. Roberts.**

   Periodical: _____

   Volume: _____ Pages: _____

   Date: _____

   Author of the review: _____

7. The Readers' Guide belongs to the Wilson family of periodical indexes. Check the index tables in the library and list four other Wilson Indexes our library has:

   a. _____

   b. _____

   c. _____

   d. _____

SEVEN
Book Review Indexes

Book reviews are published periodically in magazines, journals, and newspapers. Since Yavapai College Library is a relatively new library, we do not have many periodicals before 1968. Therefore, if the book for which you want to find reviews was copyrighted before 1968 and it is a work of fiction, drama, or poetry by an author who is generallly recognized as being an outstanding writer of quality material, you should ask a librarian how to find literary criticism.

There are special indexes to guide you to book reviews: The Book Review Digest, Book Review Index, and Current Book Review Citations. You will find these on index tables in the main reading room of the library.

To find a review of a book, you will need to know its author, title, and date of publication. If you have the book at hand, you can easily find these pieces of information. The date will be found either on the title page or on back of the title page.

The date is important as it determines which yearly volume of an index you should use to look for the book review. A book is usually reviewed soon after it has been published. If more than one date is given for a book, the earliest date is usually the one to use to find the reviews.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT SEVEN

Book Review

A. BOOK REVIEW DIGEST

When looking for book reviews, this is the index that you should probably try first. The emphasis of this index is on books for the general reader rather than the specialist. The annual volume covers the period from March to February of the following year. Therefore, if you do not find references to reviews for a book in the volume corresponding to the book's publication date, you shold not only check the following annual volume but also the preceding one.

The Book Review Digest not only lists references for reviews but it gives:

Full bibliographic information--basically: Author, title, total number of pages, price and publisher (and any other pertinent bibliographic information).

A summary of the book.

Excerpts (quotations) from some of the reviews.

Length of review--number of words.

Whether the review was favorable or unfavorable was also indicated in the earlier volumes by the use of plus and minus symbols; (+) for favorable and (-) for unfavorable.

The Book Review Digest is arranged alphabetically by author. There is a title and subject index at the back of each volume.

Find reviews for the following book in the Book Review Digest:

Times to Remember by Rose F. Kennedy, 1974

1. How many excerpts from reviews are given? _____

2. What is the price of the book? _____

3. What does the summary say about the book? (quote the first sentence)

_____

_____

_____

BOOK REVIEW INDEX

This index does not give summaries or excerpts from reviews but its coverage is more comprehensive than Book Review Digest. More periodicals (magazines, journals, newspapers) are indexed and there are no restrictions that exclude books which receive only a small number of reviews. The names of almost all the periodicals are abbreviated, thus it is important to check the list of periodical abbreviations at the front of each volume.

This library has the Book Review Index from 1965 through 1976. The entries in each volume are arranged alphabetically by author. Only the 1976 volume has a title index, thus it is necessary to know the author to use the other volumes.

1. Look up the same book as in #1 in the Book Review Index;

   Is it listed? _____

   If so, find a review of the book in a periodical which our library has in its collection. Consult the list of our periodicl holdings in a notebook near the reviewing indexes. Cite the review here:

   Author: _____

   Title: _____

   Periodical: _____

   Volume: _____ Date: _____ Pages: _____

   Copy the first two sentences of the review:

   _____

   _____

   _____

C. CURRENT BOOK REVIEW CITATIONS

This index is similar in its coverage and listing format to Book Review Index. It is very comprehensive, indexing more than 1200 periodicals. Book Review Index was discontinued in 1976. The first volume of Current Book Review Citations is for 1976, thus you could consider it to be a replacement or substitute for Book Review Index from that year on.

Current Book Review Citations, published monthly, is the index you should use first to locate reviews of recently published books. The monthly paperback issues are replaced by a bound cumulation each year, extending its usefulness beyond just recent reviews.

Arrangement is alphabetical by author and there is a title index at the back of each volume.

1. Look the same book up in this index. If it was not in the Book Review Index (B), it will be listed in Current Book Review Citations.

   Is it listed? _____

   If so, find a review of the book in a periodical which our library has in its collection. Cite the review here:

   Author: _____

   Title: _____

   Periodical: _____

   Volume: _____ Date: _____ Pages: _____

   Copy the first two sentences of the review:

   _____

   _____

   _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT EIGHT

Newspaper Indexes

As you know the most up-to-date written information usually comes to us in the daily newspaper. Our library subscribes to several newspapers which are put on racks in the lounge area each day as they come in.

Due to limited space in the periodical room we can keep these newspapers only about a month. However, we feel that The New York Times and The Christian Science Monitor are so valuable to our patrons that we have subscribed to microform editions in order to have back copies. Both these newspapers are well-written, credible, and are wide in scope. They contain literary, cultural, entertainment, and sports articles as well as complete national and international news coverage. Thus they are invaluable for research. We have both The New York Times and The Christian Science Monitor on microform from 1968 to the present, with indexes for each year to help you find articles and information quickly.

1. Find the New York Times Index in the periodical room. Read the article "How to Use the Index" and tell what the parts of this citation mean:

   F 19 IV 32:2

   F 19 means: _____

   IV refers to: _____

   32 is: _____

   2 is: _____

2. Go to the New York Times Index for **1974**, find an article on **Death of Ernest Gruening.** Give its location here:

   Date: _____ Page: _____ Column: _____

3. Find the article on microfilm from the New York Times cited in #2. Copy the first line here.

   _____

   _____

4. The Christian Science Monitor Index is on the same index table as The New York Times Index. Read "How to Use" in the front of the 1973 or 1974 index. Then in The Christian Science Monitor Index for **Dec. 1979**, find an article on **Lobbyists.** Give its citation here:

   Date: _____ Page: _____ Column: _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT NINE

Vertical File

The Vertical File collection in the L.R.C. is a file of up-to-date material on subjects which are of particular interest to YC students. Pamphlets, maps, clippings and other loose materials are given subject headings and filed alphabetically for easy finding. Information on local places and current popular subjects can often be found here. These materials, which circulate for 3 weeks and may be renewed, are kept in file cabinets in the corner of the main room, on the far right as you enter.

Pamphlets are cited in lists and bibliographies in the same manner as books:

Peters, Charles. University of Arizona Circulation System. Tempe, Arizona: the LARC Association, Inc., 1974.

Suppose you are writing two term papers. Look in the Vertical File for the folders on the two subjects listed below. From each folder select the pamphlet which is the most useful in preparing a paper on that subject, and give the title.

1. **Olympics**

Answer: Title _____

2. **Yugoslavia**

Answer: Title _____

3. List five other subjects found in the vertical file.

a. _____

b. _____

c. _____

d. _____

e. _____

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT TEN

Government Documents

As you know federal government documents are listed in the Monthly Catalog of United States Government Publications published by The Government Printing Office, distributed monthly and cumulated semi-annually and annually. In order to learn more about this index, study the book on The Monthly Catalog which has been placed on reserve for this course:

Burke, John Gordon and Carol Dugan Wilson,
The Monthly Catalog of the United States Government,
(Reserves, Z1223.A184)

It might be helpful to take this book back to the Government Documents section of the library, the far left corner as you come into the main large room.

A. The Superintendent of Documents Classification System

If you want to know all about the way this system works, study Appendix II, pp. 59-62 of the book cited above. Since it isn't necessary to know all this to use the system, a complete understanding of government documents classification system won't be required for this course.

It is important to know the general principles as described on page 59 and the top of page 60. Read this brief section and answer the following questions:

How are government documents grouped? _____

_____

What is the author symbol for:

Agriculture? _____

Judiciary? _____

National Science Foundation? _____

Look over the list of classes in Appendix I, pp. 25-55. Since additions and changes in these classes occur rather frequently, there is no point in memorizing them. It is useful, though to recognize the general scheme.

List four agencies under the Agriculture Department:

1. _____

2. _____

3. _____

4. _____

Notice that the Census Bureau is under the Commerce Department. List three of the other important agencies which are listed under Commerce.

1. _____

2. _____

3. _____

On page 54 notice that congressional papers are designated "X" and the House of Representatives is "Y 1.2". What classification is given to Senate papers? _____

Turn to pages 37-42 and notice the large number of agencies publishing under the Department of Health, Education and Welfare. You may remember that Education was made a separate Cabinet Department in 1979. This wil of course change the classification of Educational documents.

Punctuation is an important part of this classification scheme. A period always follows the letters and numbers which represent a government agency.

A 13. Forest Service in the Agriculture Department.

HE 17. Aging Administration, within HEW.

HE 20. Public Health Service, within HEW.

HE 21. Child Development Office, HEW.

A colon (:) follows each series designation:

1: annual reports

3: bulletins

5: laws

A slash or snilling mark (/) follows the number of an existing series to tie it in with new series.

All these characters make up the Superintendent of Ducuments classification numbers, which librarians and government publishers refer to as "SuDocs numbers". They look like this:

T 22.44/2: = Tax information under IRS which is in the Treasury Department

PrEx 4.4/3: = Circulars bublished by the DEP Economic Stabilization under the Office of the President.

These letters and numbers lead to materials on the shelves of the government documents collection in the same way that Library of Congress numbers lead to books in the general library collections--follow them alpnabetically and numerically until you find the publication.

25

B. Using the Monthly Catalog

The best way to learn to use something is to use it, so after reading pp. 1-3 and studying 6 and 7 of Burke's book on the Monthly Catalog turn to the issues of the Monthly Catalog itself, shelved in carrels in the Government Documents area.

As you look through the Monthly Catalogs, note that each monthly issue contains indexes for finding publicatons by author, title, or subject. Note, too, the annual cumulations which now need several volumes to accommodate these three indexes.

If you want a specific publication whose author or issuing agency or title you know, look in the annual index for the year it was published, or the years you think it might have been published.

If you want material on a specific subject look first in the newest annual index then in the monthly indexes published since that and then in earlier annual indexes.

In the Monthly Catalog for **December 1979** find a publication by the **University of Connecticut Health Center** (start by looking in the "Author Index").

What is the entry number? _____

What is the title of the publication? _____

_____

What is the SuDocs number (Superintendent of Documents classification number)? _____

Look on the shelves under this number. Does our library have this publication? _____

If you are having any trouble with this, refer to pages 6 and 7 in Burke or to the sample entry taped on the carrel containing the Monthly Catalogs. If these fail to help, ask the instructor or the periodicals clerk, who is in charge of Government Documents.

Look in the "Title Index" of the Monthly Catalog for **December 1979** find a publication called **Domestic Terrorism**.

What is its entry number? _____

What is its SuDocs number? _____

C. Index to U. S. Government Periodicals (shelved in a carrel in the Government Documents area).

New to our library, this computer-generated guide indexes articles in the wide range of periodicals published by our federal government. Its format is much like other indexes we have studied.

25

Inside the front and back covers or in the front of the index is a list of periodicals indexed. List 4 to which our library subscribes (they are underlined in red):

1. _____

2. _____

3. _____

4. _____

New issues are shelved in the current periodical area near the lounge section of the library. Back issues are shelved by SuDocs number in the Government Document section.

Articles from over 150 publications are indexed by author and as many subjects as necessary to give the user quick access.

Look over the abbreviations at the front of the index and study the sample entry and its explanation.

Find the citation to an article written in 1980 by **Alice Sargent.**

Title of article: _____

Full name of periodicl: _____

Date: _____

Wnat page or pages? _____

Does our library have this periodical? _____

Find an article about **Amphibians** which this library has. Cite it here:

Author: _____

Title of article: _____

Periodical: _____

Volume, number, pages: _____

Date: _____

To find the SuDocs number of this publication one would have to look through several issues of the Monthly Catalog or the special Serials Supplement to the Monthly Catalog; however, the good people who put together the Index to U. S. Government Periodicals have helpfully included the SuDocs number in their list of periodicals inside the front and back covers of the index.

25

What is the classification number of the periodical with the article on **Amphibians?** _____

How often is it published? _____

D. Arizona Documents

Yavapai College Library's growing collection of state documents is being cataloged and eventually will be listed in the microfilm catalog along with other books. Meanwhile, become familiar with this separate collection which is shelved to the left of the lounge area.

Notice that these Arizona publications are arranged by classification code wnich in most cases corresponds to a government agency.

Look for each of these classification codes and give the agencies they stand for:

1. EDD _____
2. HES _____
3. IAC _____
4. TRT _____

Look at some of the documents in an area which interests you. List a titles here:

_____

_____

_____

Note: There are also many publications about Arizona in the Federal government documents collection, particularly in the Geological Survey papers. These, of course, are accessed through the Monthly Catalog.

Book number _____
Name _____
Eng. _____ Sec. _____
Instructor _____

ASSIGNMENT ELEVEN

Interlibrary Loan

As you know, our microfilm catalog contains the holdings of three other college libraries, each with several branch campuses. Materials may be borrowed from any of these libraries by filling out the yellow interlibrary loan request form, near the catalogs.

If you need materials not listed in our catalog, ask for an interlibrary loan form, at the circulation desk, and fill it out completely. Before requesting materials from other libraries, our Interlibrary Loan Assistant must verify the citation. This means that a listing of the book or periodical article must be found in a reliable bibliography such as:

Books in Print
The National Union Catalog
The Readers' Guide to Periodical Literature
Business Periodicals Index
Or a bibliography in another book or article

You must give this source completely (including volume number, dates, and page numbers) so the assistant can check it before sending the interlibrary loan request.

Assume you need books and magazine articles which are not available in Yavapai College library. Your subject is **Solar Heating.**

1. Interlibrary loans from other colleges listed in our catalog.

   Look up your subject in the microfilm catalog. Fill out the yellow interlibrary loan form requesting a book from another college library. Hand it in with this assignment.

2. Interlibrary loans for books not listed in our catalog.

   First look in the Subject Guide to Books in Print (Ref Z1215.P973) to find more books on the same subject. Fill out a blue interlibrary loan card, available at the circulation desk. Be sure to include all information including "source of reference."

3. Requests for photocopies of newspaper and periodical articles.

   Look for the same subject in the Readers' Guide to Periodical Literature or other periodical index. Fill out the "photocopy" interlibrary loan request form and hand it in with this assignment.

   Again, it is very important to give all the information, including the name, volume number, dates and page of the Readers' Guide or other index in which you found the citation.

ASSIGNMENT TWELVE

Using the Reserve Collection

When instructors assign books, articles, A-V materials, or lecture notes or exams, to their students, copies are often put in the Reserve Collection for limited circulation so that more students can use them in a short period of time. When a book is on reserve you will not find copies of it in the College Library stacks.

Books on reserve are listed by instructor in a notebook which is kept with the reserve collection. Anyone wishing to use a reserved item may look on the reserve shelf under the instructors name.

Materials taken overnight must be returned by 9 a.m. the following day. A fine of $1.00 per day is levied on overdue reserve materials.

1. Read the instructions in the Reserve Notebook on a shelf in the reserve section. List one book on reserve.

   Instructor _____

   Author _____

   Title _____

2. Gates. Guide to the Use of Books and Libraries, is on reserve for this course. Read chapters on encyclopedias and atlases.

   Who wrote the first encyclopedia? _____

   When? _____

   What is an atlas? _____

   _____

   What is a gazetteer? _____

   _____

3. Read Chapter 1, "A Brief History of Books and Libraries" in Gates' Guide to the Use of Books and Libraries and answer the following questions:

   What was the earliest system for storing and transmitting information? _____

   _____

For how many years has writing been a means of preserving knowledge? _____

_____

Where were the greatest libraries in ancient Egypt? _____

Who preserved books during the Middle Ages? _____

Who was the greatest American benefactor of libraries (see page 21)? _____

_____

THIRTEEN

Dictionaries

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. Dictionaries also may trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which attempt to included every word in the language are called unabridged dictionaries, while the smaller, abridged ones are limited to the more commonly used words.

Examples of unabridged dictionaries:

Random House Dictionary of the English Language, the unabridged edition

Oxford English Dictionary, the unabridged edition

Webster's Third New International Dictionary, third edition

Examples of abridged dictionaries:

American Heritage Dictionary of the English Language

Funk & Wagnalls Standard College Dictionary

Webster's New World Dictionary of the American Language

Webster's New Collegiate Dictionary, eighth edition

ASSIGNMENT THIRTEEN

Dictionaries

1. Suppose you are reading the assigned text written by the professor who is teaching the course and come across a word which you are sure he has used incorrectly. You want to call him on it, but you want to be able to support your case. So you look up the definitions of the word _____ in Webster's Third and also in American Heritage dictionaries.

   a. Which of the two dictionaries has an illustration (photograph, drawing, map, graph, chart, etc. of the word)?

      Answer: _____

   b. Taking into consideration information about pronunciation, cross references, abbreviations, origins of word, symbols, parts of speech, etc., which of the two dictionaries has the most comprehensive or detailed definition?

      Answer: _____

2. You read on in the text and find your professor trying to bridge the generation gap. But he's missed again. So you use one of the specialized dictionaries - Drugs from A to Z.

   What does the _____ word or term _____ mean?

   Answer: _____

   In which dictionary did you find it? _____

3. In the Oxford English Dictionary (the OED) which is kept on the lower shelves of the dictionary stand look up _____.

   Find the date this word was first used in print and compare the original meaning with the meaning today.

   First used _____ By _____

   Original meaning _____

   Meaning today _____

4. Have you ever tried to think of the precise word to express an idea; or tried to find a synonym for a word you have over-used? The most helpful reference work for these dilemmas is Roget's International Thesaurus (Ref. PE1591.R73 1977). Back in 1852 Peter Mark Roget had these same problems, so he established a topical arrangement of words and phrases which helps put ideas into words.

Among the several dictionaries of synonyms on the library shelves, Roget's Thesaurus which arranges words in catagories is the most useful.

Look at the "Synopsis of Catagories", p. xvii in the front of the book and notice the general topical arrangement. Then look the following words up in the alphabetically arranged index at the back of the book. Numbers after words in the index refer not to pages, but to catagories and numbered pararaphs in the text. Notice that the main entries are in boldface type with subentries for words having more than more meaning. Give three synonyms for each of these words:

a. _____

_____

b. _____

_____

ASSIGNMENT FOURTEEN

Encyclopedias

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage includes all general knowledge, qualifed by the editor's and authors' ideas of the readers' interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books or articles on the subject.

Colliers Encyclopedia and the Encyclopedia Americana have articles of popular interest written in clear, readable style. Americana is considered best for articles about American people, places and historical facts.

1. In Colliers look up a sport or hobby which interests you, and give two facts about it:

   Sport or hobby: _____

   1. _____

   _____

   2. _____

   _____

2. Look up a U.S. president in the Encyclopedia Americana and give two interesting facts about him:

   President's name: _____

   1. _____

   _____

   2. _____

   _____

3. Go to McGraw-Hill Encyclopedia of Science and Technology and find the meaning of ANILINE or SPECTROSCOPY and give the first line here:

   _____

   _____

4. Encyclopedia Britannica is considered the most scholarly of the general encyclopedias. Look up _____ or _____ in the "micropedia" part of this encyclopedia. You will find a definition and a reference to more information in the "macropedia". What volumes and pages does the "micropedia" suggest for more imformation?

_____

Go to this volume and page and copy the first sentence here:

_____

_____

_____

5. A new general encyclopedia, Academic American Encyclopedia is shelved in the reference area (Ref. AE5.A23). It was chosen for the library because it has clear readable print, appropriate illustrations, many in color, and above all, up-to-date information presented in easily readable style.

Read the introduction to the index, Volume 21, and answer the following questions:

a. How are main headings printed? _____

b. What two types of cross references are given?

1. _____

_____

2. _____

_____

c. In the locator 3:102-107,

What does the "3" refer to? _____

What does 102-107 mean? _____

_____

Now use the index to find an article on your favorite sport or hobby and look it up.

a. What subject did you look up? _____

b. In what volume _____ and page number? _____

c. How many illustrations are there? _____

d. Give an interesting quote from the article _____

_____

_____

ASSIGNMENT FIFTEEN

Atlases

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may included population charts, air distance tables, economic and political distribution maps, and other geographical information. Gazetteers are keys to place names and are an essential part of atlases.

Examples of Atlases:

Yavapai County Atlas. (found in the Atlas stand)

Lists place names, locates streets, roads, and highways in Yavapai County.

Atlas of Arizona. (Ref. G1510.B25)

Gives mapping history of Arizona, locates forts, reservations, early cultures, land utilization and transportation routes.

National Atlas of the United States of America. (Atlas stand)

Prepared by the U.S. Geological Survey, this atlas is the most comprehensive atlas for the U.S. It contains many different subject maps: physical, historical, economics, business, socio-cultural, and administrative.

The Times Atlas of the World. (Atlas stand)

Maps in this atlas were created by Bartholomew's of Edinburgh, leading cartographers of the world. This top quality atlas is exceptionally well balanced in its coverage and is as accurate and up-to-date as possible. Its comprehensive index contains more than 200,000 entries.

ASSIGNMENT FIFTEEN

Atlases

1. In the Atlas of Arizona (Ref. G1510.B25) look over the Table of Contents on page 3 and then find:

   (a) On the road mileage map, how far is it from Prescott to Wickenburg? _____

   (b) What radio stations are given for Kingman? _____

   _____

   (c) Under Schools and Government, what college is given for Holbrook?

   _____

2. In the Yavapai County Atlas (Atlas stand) study the legend and example on page iii.

   (a) Find the location of toad tank

   X coordinate _____

   Y coordinate _____

   Page number _____

   Now use this information to locate on the proper map.

   (b) What section is it in? _____

3. Look in the National Atlas of the United States and find the town in which you were born and give:

   (a) name of the town or city: _____

   (b) location in the atlas: page number _____

   Coordinates or reference key _____

4. In the Times Atlas of the World look over the Table of Contents on pages v-vii and then leaf through the next few pages. List here three special features of this atlas:

   (a) _____

   (b) _____

   (c) _____

ASSIGNMENT SIXTEEN

Almanacs

Almanacs are annual volumes of current and retrospective information, facts, and statistics. While almanacs are best used to answer simple questions of current or historical fact, the variety and diversity of information they contain are truly wondrous. They tend to focus on information that changes and must be brought up to date. No two almanacs contain exactly the same material, so it is often necessary to use more than one. The two most popular and best known general almanacs are:

Information Please Almanac
World Almanac

Browse through both these almanacs noting the range of information from Astronomy to Zip Codes. Look up you home state, your favorite sport, and legal and political information. Then look up the specific information asked for:

1. Suppose you made a bet with a friend....

   What baseball team won the _____ in 19 _____?

   Answer: _____

2. In what state were you born? _____

   What is that state's principle manufactured goods? _____

   _____

3. Suppose you are accumulating statistics for your political science report...

   What was the population of _____ in _____?

   Answer: _____

4. Assume you are considering a career in politics....

   What is the annual salary of the _____ of _____?

   Answer: _____

5. What date will Easter Sunday be on in 1999? _____

ASSIGNMENT SEVENTEEN

Plot Summaries

Relying on a summary of a book is rarely, if ever, wise, because a summary is rarely, if ever sufficient. However, at times you may find digests or synopses or summaries assigned books to be useful supplements to your reading. There are many sources available.

Examples are:

Haydn, Hirman. Thesaurus of Book Digests.

Keller, Helen Rex. Reader's Digest of Books.

Magill, Frank. Masterplots.

Suppose your reading list for your literature course included forty novels, thirty-six plays, five epic poems, and eighty-three essays. It is the night before your final and you can't quite remember some of the details of the first book on the list. You go to Masterplots to refresh your memory.

1. Find Jude the Obscure in Masterplots.

   (a) Who are the principle characters? _____

   _____

   (b) When was it written or first published? _____

   _____

   (c) Who wrote it? _____

2. McGill's Survey of Cinema, located in the reference section following McGill's Masterplots, is a series containing plots, characters, and other information on outstanding motion pictures. Using this work, find:

   (a) When was Blazing Saddles released? _____

   (b) Who played Maggie in Cat on a Hot Tin Roof? _____

   _____

   (c) Read about Death of a Salesman. What kind of man is Willie Loman?

   _____

   _____

   _____

   _____

ASSIGNMENT EIGHTEEN

Biographical Information

A biography is the history or story of a person's life. When you are requested to supply biographical information about someone, you will need to find facts about that person's life. The person is the subject of the information you need. If the person is relatively well-known and you need quite abit of information, look in the SUBJECT section of the microfilm catalog under the person's last name.

1. Does our catalog list any books about Marilyn Monroe? _____

   If so, give the title of one of them: _____

   _____

You will want to be aware of fictionalized biographies. A fictional biography is the story of someone's life in which literary liberties have been taken. Fictional biographies are often referred to as biographical novels or dramas. The fictional biography is based on fact and, indeed, some of it is actually factual but much of it is imaginary. The writer has supplied embellishments and elaborations drawn from his creative imagination to achieve his desired effect. The ultimate result he strives for is to produce what he considers to be a 'better story'.

In the subject catalog, entries for fictional biographies will have the person's name followed by either the subdivision "-FICTION" or "IN FICTION, DRAMA, POETRY, etc."

2. Give the title of a fictional biography of John F. Kennedy _____

   _____

In many instances you will not need a full-length book about a person. If this is the case, you may omit checking the microfilm catalog, as there you will find only full-length books wherein the person is the subject of the entire book.

If you are looking for biographical information about a well-known person, an encyclopedia is a likely source. The most recent editions of encyclopedias in this library are shelved in the Reference Collection. The Reference Collection is located to your left as you enter the library.

When using an encyclopedia be sure to begin by looking in the index, which is usually in the last volume of the set (but sometimes it's at the end of each individual volume). This is important because you may not find any information about a person under that person's name. The information you are seeking about a person could very well be within an article on another subject. For example, in Collier's Encyclopedia you will not find information about the film director/producer Francis Ford Coppola under his name, but you will find information about him within the article on Motion Pictures. The

index guides you to the volume and page. Also, information could be found in more than one article of an encyclopedia. Finding information in more than one article usually expands your knowledge about the person. For example, information on the athlete Pele can be found under his name and also within the article on Soccer. You will not find information about Fletcher Henderson under his name in the Encyclopedia Americana, but information can be found about him in that encyclopedia.

3. In what volumes, on what pages, under what subjects in the Encyclopedia Americana will you find information on Fletcher Henderson?

   Volume _____, Page _____, Subject _____

   Volume _____, Page _____, Subject _____

For many people there will not be any information in any of the general encyclopedias. There are a number of special subject area encyclopedias (e.g. Encyclopedia of Art) that are good sources for biographical information, but you must know some specifics about the person, such as his/her field of expertise, in order to select the correct one to use. We will examine the area of specialized encyclopedias a little later on.

You do not need to know anything about a person to use the Biography Index which guides you to biographical information in books and periodicals. This index is shelved on the Index Table in the main room.

The Biography Index is published quarterly (November, February, May, and August) with an annual cumulative volume covering September to August. Also, every third year a three-year cumulation is published. All types of biographical material are indexed, including obituaries, letters, diaries and memoirs. Biographical fiction, drama and poetry are covered as well as pure biography and autobiography. Each volume of the index contains a list of the magazines that have been indexed ("Key to Periodical Abbreviations" or "Abbreviations of Periodicals Indexed") and a list of all the books containing biographical portions that have been indexed ("Checklist of Composite Books Analyzed"). These lists will be found at the beginning of each volume.

Notice the paperbound issues that are shelved after the larger volumes. These are the most recent issues; the ones published quarterly.

4. What words are printed under the title Biography Index on the cover of the latest paperbound issue?

   _____

5. In volume 7 of the Biography Index:

   a. What is the complete title of the first magazine beginning with the letter "J" that has been indexed?

      _____

b. Who is the author of the last book on the list of books containing biographical portions that have been indexed?

_____

c. What are the dates that volume 7 covers? _____

_____

The dates of coverage that appear on the indexes refer in general to the publication dates of the material they are indexing. You will want to be aware of the dates covered by the index only to the extent of their possible coverage of the person for whom you want biographical information. For example, if you want biographical information about Werner Erhard, the founder of est, it would not be logical to look in volume 7 because he was not "famous" in 1964-1967. However, it would be logical to look in the latest paperbound issue for a person of past prominence, such as Julius Caesar or Martin Luther King, because biographical material could have been written about them at any time.

In using the Biography Index, it is often necessary to look in several volumes to find sufficient material to meet your needs. If the person you need information about is not in the first volume of the Biography Index that you use, keep trying. It could be that the information will be found in only one of the volumes, and conceivably you might need to look in all of the volumes before finding it.

There are three basic types of material indexed in the Biography Index: full-length biographies, portions of books, and magazine or periodical articles. Examples of each type will be pointed out to you.

The main point distinguishing a full-length biography from a biography that is only one portion of a book is the manner in which the paging is given. For a full-length biography, the total number of pages in the book will be given (for example: 304 p.), whereas for the biography that is only one portion of a book, only those pages that contain the biography will be given (for example: p. 227-43). You need to look carefully to discern this difference, but it is worth the care as it will save you time.

A good example of these two types of material is found in volume 6 of Biography Index on page 85. At this point, put volume 7 back on the shelf and take volume 6. We will be using volume 6 throughout this instruction on the use of Biography Index. On page 85 you will see listed four biographies of James Branch Cabell. Take time to look at them carefully.

The first two are full-length biographies and the last two are portions of books. Now, carefully follow through the first one while an explanation is given point by point.

Before the biographical references are listed, the subject of the biography is given in the following manner: the last name in dark capital type; followed by first and middle names in lower case type; the birth date -- plus the death date for deceased persons; and then the person's occupation. If the person is of a nationality other than American, this will be indicated in the statement of occupation. For example: English poet.

6. What was James Branch Cabell's occupation? _____

Now look at the biography of James Cabell that is listed first. The author is given first. In this case it is James Cabell himself, therefore you can assume that this is autobiographical (written by the subject himself). Next, the title is given: Between friends; letters of James Branch Cabell and others. Then you are told who the editors are and who wrote the introduction. Next appears the publisher: Harcourt. Then the date of publication is given, 1962, and then the total number of pages, 304. The abbreviations "bibliog" and "por" indicate that in the book you will find a bibliography, which is a list of sources or references, and a portrait of James Cabell.

7. Who published the second biography of James Cabell that is listed? _____

Note that you are always informed when a bibliography is available. This is an important piece of information because through a bibliography you are guided to other related sources. A bibliography appearing in a biography is worth following up as it very likely contains references to other material about the person.

Be careful not to confuse these two words, "bibliography" and "biography." A bibliography is a list of sources or references about a particular subject or by a particular person. A biography is the history or story of a person's life. One other word to be familiar with is "biographee." A biographee is the person who is the subject of a biography. For example, Mark Twain is the "biographee" of the biography The Life of Mark Twain.

We have seen that the first two references listed in volume 6 of Biography Index for James Cabell are full-length books. You know they are books because the publisher is given and you know they are full-length because the total number of pages is given.

Now, look at the third reference listed for James Cabell. This is not a full-length book; it is only a portion of a book. Many times, in fact, most of the time, a portion of a book will fit your needs better than an entire full-length book. This biography of James Cabell was written by Marshall William Fishwick. It appears in a book by Marshall William Fishwick titled Gentlemen of Virginia, published by Dodd in 1961. Cabell's biography will be found on pages 227 to 243 of this book and it contains a bibliography.

To ascertain if YC Library has a book that contains a biography as a portion of the book, you must look in the microfilm catalog for that book. For the third reference listed for James Cabell you need to look in the author catalog under Fishwick, Marshall William or the title catalog under Gentlemen of Virginia to see if that book is available in this library.

The fourth and last reference for James Cabell is also a portion of a book, but there is an important difference to point out. The author of the portion of the book that is about James Cabell is not the author of the entire book, nor is the title of that portion the title of the book. Your awareness of this is important when you check the catalog for the availability of the book.

The fourth reference indicates that R. C. Simonini edited a book titled Southern Writers published by the University Press of Virginia in 1964. In this book, on pages 124 to 141 there is a section about James Cabell written by D. B. Schlegel titled James Branch Cabell and Southern Romanticism.

8. To determine if this library has that book, you would look in the title catalog under _____

9. If you used the author catalog, what should you look under? _____

_____

The word "In" is the clue to you that the portion of the book has a different author and/or title from that of the book as a whole. To determine if this library has the material, you need to check the microfilm catalog under the author or title of the whole book, not the portion.

Look at the biography that is listed for Butlerov on page 84 in volume 6 of Biography Index.

10. What should you look under in the author catalog to determine if this library has that book?

_____

11. If you used the title catalog, what should you look under? _____

_____

You should now be able to readily recognize listings in the Biography Index of full-length books (and probably decide to skip over those) and portions of books (and know what to check under in the microfilm catalog for those). Both types are books and for each a publisher is given. This is your clue to the fact that the listing is a book. The third basic type of material indexed in the Biography Index is magazine or periodical articles. A magazine or periodical article listing will not contain a publisher.

Of the two biographies listed for Benjamin Franklin Butler on page 84, the first is a magazine article and the second is a book.

12. What is the clue which indicates that the second listing is a book? _____

_____

13. What is the clue which indicates that it is a full-length biography? _____

_____

The first biography listed for Benjamin Franklin Butler is a typical magazine article citation. The author of the article is listed first: W. D. Mallam; the title of the article follows: "Fight for the Old Granite Block"; and next the name of the magazine or periodical containing the article is given. This is usually abbreviated, and to be certain that you

know the correct full title, check the "Key to Periodical Abbreviations" found at the beginning of the volume. Doing that, we find that this magazine is the New England Quarterly. The first number, 36, refers to the volume of the magazine and the numbers following the colon, 42-62, refer to the pages containing the biographical article. Mr'63 tells you the article is in the March 1963 issue of the magazine.

14. What is the full name of the magazine in which you will find a biographical article about Edward Butler?

_____

15. In what issue of the magazine will you find the article? _____

_____

16. On what pages? _____

The magazine article that was explained point-by-point was refered to as being a typical citation. Let us look at a few more listings for periodical articles that deviate slightly from the typical citation in order that you will be familiar with these variations.

The reference listed for George D. Butler is also a magazine article, but you will notice that it is an unsigned article, as no author is given. The next listing, for Gurdon Montague Butler, is an obituary that appeared in the magazine American Mineralogist and contains a bibliography and a portrait. The obituary listed for Henry Franklin Butler appeared in a newspaper, the New York Times.

17. The biography listed for Admiral Henry Varnum Butler contains his picture and his _____

To determine if the magazine you want is available in this library, you should check the Periodical Holdings list. This list is available in the Periodical Room and on the book review index table. It lists all the periodicals available in this library. It is expecially important that you be aware of dates in order to compare the date of the magazine you need with the dates that are available to you in this library.

ASSIGNMENT NINETEEN

Dates and Holidays

Have you ever wondered what other important events happened on the day you were born? How would you find out? If we had the New York Times back far enough, you could look at the issue for your birthday, even photocopy it. Our New York Times collection goes back to January 1969. Or, you might try Facts on File which goes back to 1941. Or, if you were born before 1941, look up the month and day you were born in the Instant Almanac of Events, Anniversaries, Observances, and Birthdays for Every Day of the Year.

Please look your birthday up in one of these books and list three noteworthy events that happened on your birthdate.

Day _____ Month _____

1. _____

_____

2. _____

_____

3. _____

_____

Chases' Calendar of Annual Events is helpful in determining special dates of the current year. Find Chases', by looking in the title index of the microfilm catalog, and do the following:

4. Use the Table of Contents in the front of the book to find Presidential Proclamations and list one for this year here:

_____

_____

_____

_____

5. By using the Alphabetical Index find the dates of:

Tucson rodeo _____

Mickey Mouse's birthday _____

6. What happens on your birthday this year? _____

_____

_____

_____

ASSIGNMENT TWENTY

Audio Visual Materials and Equipment

You should become familiar with the most common audio-visual equipment used for display of media materials. Most everyone can easily operate a record player or cassette tape player, so we will omit them from the items you'll need to try. Three common media resources found in libraries are: sound-slide viewers, sound filmstrip viewers, and video players. All three types are found in room 116, off the back hall of the LRC. Instructions for the use of the sound-slide viewers are found in the carrel with the machines; sound filmstrip instructions are located inside the filmstrip loading door. Video player instructions are on the cart with the machine. If these instructions are not sufficient, please ask LRC personnel for help--they can be found across the hall during regular daytime hours and most early evenings on weekdays.

Please handle audio-visual materials carefully and rewind filmstrips, cassettes, and video tapes before putting them back in their boxes.

1. In the title section of the microfilm catalog find one of these filmstrips. If the first one you look for is out, keep trying until you find one on the shelf in room 116.

   American Art and Architecture

   Biology: Plant Life (any of the 9 filmstrips)

   Continental Drift

   Classical World

   German Christmas Customs

   Leaves and Trees

   Using a filmstrip viewer in room 116, listen and watch the program you select for about five minutes and answer these questions:

   (a) Which filmstrip did you view? _____

   _____

   (b) What is its call number? _____

   (c) Describe the first scene after the title _____

   _____

   _____

(d) What sounds accompanied this scene? _____

_____

_____

2. In the subject section of the catalog find a slide set on COMMUNICATION. Using a slide-tape viewer watch the first five minutes of the presentation and answer these questions:

(a) What is the title of the slide set you watched? _____

_____

(b) What is its call number? _____

(c) Describe the first slide after the title _____

_____

(d) What sound accompanied this slide? _____

_____

3. From the video tape collection in room 116 load one of the COSMOS tapes into the video player and watch the first five minutes.

(a) What was the tape about? _____

_____

(b) What was the most vivid scene you saw? _____

_____

ASSIGNMENT TWENTY-ONE

Literary Sources

Among the reference books in the library are many works designed to enhance your understanding of literature. To help you become familiar with this section, we've selected a representative sample for you to use to find specific information. Look each one up in the microfilm catalog and fill in the call number.

Benet, William Rose. The Reader's Encyclopedia _____

Brewer's Dictionary of Phrase and Fable _____

Evans, Bergen. Dictionary of Quotations _____

Granger's Index to Poetry _____

Kunitz, Stanley J. Twentieth Century Authors _____

Now choose from the above group to answer the following questions.

1. Give a famous quotation having to do with _____:

   _____

   Who first said it? _____

2. Who wrote the poem that begins: _____

   Author _____

3. What does the following expression mean? _____

   _____

   Where did you find the answer? _____

4. Find information about this author: _____

   A. Date of birth _____

   B. Place of birth _____

   C. Principle works _____

5. Who was _____?

   _____

   _____

   Where did you find the answer? _____

   _____

TWENTY-TWO

Prescott Public Library and Sharlot Hall Museum

The Yavapai College L.R.C. should satisfy your basic library needs, but it is important for you to know that it is just one of the libraries in Prescott. The Prescott Public Library has a well-rounded collection of books for the general public of Prescott and Yavapai County. The fiction and light reading section is larger than that of the L.R.C. and there is a fine children's section. A few years ago the Public Library received a grant which enabled them to collect information on solar energy. You will also find that their Arizona and Southwestern collection is outstanding.

Materials at the Prescott Public Library are cataloged by the Dewey Decimal system and the call number is placed in the upper left hand corner of each card. Read pages 44-48 of Gates. Guide to the Use of Books and Libraries (on reserve) for a general summary of this system before you go the Public Library.

* * * * * * * * * * * * * * * * * *

Sharlot Hall Museum is collecting historical books, manuscripts and memorabilia about the Southwest. These materials will be used by researchers or scholars especially interested in Territorial Arizona, early Prescott, and related topics. Although Sharlot Hall Museum Library is not a lending library, you are welcome to visit the library and use the materials for serious study.

ASSIGNMENT TWENTY-TWO

1. After reading Gates, Guide to the Use of Books and Libraries, pages 44-48, answer these questions on the Dewey Decimal System.

   (a) Into how many subject classes did Dewey divide books?

   _____

   (b) What materials are in the tenth class, the 000 class?

   _____

   (c) Who uses the Dewey Decimal System? _____

   _____

2. Visit the Prescott Public Library, walk around noticing the colorful children's room, the comfortable lounge area, the reference section and the stacks. Prescott Public Library has several separate subject sections, one of which is the Southwestern collection near the far wall at the end of the adult area.

   (a) Use the card catalog to find a book on gardening in the Southwest.

   Author? _____

   Title? _____

   Call number? _____

   What pages of the book have information on gardening in Prescott or Arizona?

   _____

   (b) Under COOKERY, AMERICAN-SOUTHWEST in the catalog, find a book which tells how to prepare tamales.

   Author? _____

   Title? _____

   Call number? _____

   Page of the tamale recipe? _____

   On what page do you find information on high altitude cooking?

   _____

   (c) Is Prescott Public Library's catalog divided or are author, title, and subject entries interfiled in one grand alphabet?

   _____

ASSIGNMENT TWENTY-THREE

Bibliographies

Bibliographies are lists of books or periodical articles. The most helpful bibliographies for the student, those which are compiled about a specific subject, are often listed at the end of an encyclopedia or a journal article. In addition to these there are whole books containing lists of sources of information on specific subjects. These books are found by looking in the subject section of the catalog. Look for your subject followed by the subdivision "BIBLIOGRAPHY":

ARIZONA - BIBLIOGRAPHY
BIRDS - ARIZONA - BIBLIOGRAPHY
ECOLOGY - BIBLIOGRAPHY
EMILY DICKINSON - BIBLIOGRAPHY
SHAKESPEARE, WILLIAM - BIBLIOGRAPHY
POLICE - BIBLIOGRAPHY
WOMEN - BIBLIOGRAPHY
WOLFE, THOMAS - BIBLIOGRAPHY
CONRAD, JOSEPH - BIBLIOGRAPHY

1. Find a bibliography on one of the above subjects by using our microfilm catalog. It must be a whole book devoted to listing and describing books about the subject.

   (a) What subject did you choose? _____

   _____

   (b) What is the title of the bibliography? _____

   _____

   (c) What is its call number? _____

   (d) Give the titles of three books listed in this bibliography.

   _____

   _____

   _____

The End - The Beginning

Our goals throughout this program have been to help you learn something about the library resources available to you in Prescott, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in the Learning Resources Center. While this is the end of your course, it is only the beginning of your association with the library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short course; check with us, for example, if you have any problems with your term papers. We're here to help, so keep us in mind. Good luck.

* * * * * * * * * * * * * * * *

If you have become interested in libraries and information sources, you may want to sign up for a second one-credit course, Library Research (LBA-112). Library Research, an open entry course like Library Skills, has the same self-paced workbook format and goes into library sources and bibliography preparation in more depth.

There is also an Independent Study in Library Skills (LBA 240) in which you may earn one to three credits exploring specific areas of library research or participate in a special library project.

APPENDIX I

List of Reference Works Cited

Note—look each title up in the Author-Title catalog for call number if no location is given.

Almanac of American Politics

American Heritage Dictionary of the English Language, 1969

Atlas of Arizona

Benet, the Reader's Encyclopedia

Biographical Directory of the American Congress

Book Review Digest (Book Review Table)

Book Review Index (Index Table)

Books in Print

Brewer's Dictionary of Phrase and Fable

Christian Science Monitor (Periodical Room)

Colliers Encyclopedia

Contemporary Authors (Index Table-Mainroom)
Cumulative Book Index (CBI) - (beside the Vertical File)
Current Book Review Citations (Index Table)

Dictionary of American Biography

Dictionary of American Slang

Dictionary of National Biography

Drugs from A to Z

Encyclopedia Americana

Encyclopedia Britannica

Encyclopedia of Education

Encyclopedia of Philosophy

Encyclopedia of World Art

Evans, Bergen, Dictionary of Quotations

Funk and Wagnalls Standard College Dictionary

Appendix I continued

Granger's Index to Poetry

Information Please Almanac, 1973

International Encyclopedia of the Social Sciences

McGraw-Hill Encyclopedia of Science and Technology, 3rd ed

Masterplots

Mathematics Dictionary

Monthly Catalog (Government Documents)

Monthly Checklist of State Publications (Government Documents)

National Union Catalog

New York Times Index (Periodical Room)

Oxford English Dictionary (Dictionary Stand)

Public Affairs Information Service (Periodical Room-Index Table)

Rand McNally Commercial Atlas and Marketing Guide, 1976

Random House Dictionary of the English Langugage, the unabridged edition

Reader's Digest of Books

Reader's Guide to Periodical Literature (Periodical Room-Index Table)

Social Sciences and Humanities Index (Periodical Room)

Statistical Abstract of the United States

Thesaurus of Book Digests

Webster's Biographical Dictionary

Webster's New Collegiate Dictionary, eighth edition

Webster's New Twentieth Century Dictionary of the English Language, second edition (Periodical Room)

Webster's New World Dictionary of the American Language

Webster's Third New International Dictionary, third edition (Dictionary Stand)

Who's Who

Who's Who in America

World Almanac, 1973

Yavapai County Atlas (Atlas Stand)